

## E. Sample Record-Keeping Worksheet

The sample record-keeping worksheet below can help you start a file of information about your child. As you contact different people and places, it's a good idea to keep records of the people you've talked with and what was said. As time goes by, you will want to add other information to your file, such as:

- Letters and notes (from doctors, therapists, etc.);
- Medical records and reports;
- Results of tests and evaluations;
- Notes from meetings about your child;
- Therapists' reports;
- IFSP and IEP records;
- Your child's developmental history, including personal notes or diaries on your child's development;
- Records of shots and vaccinations; and
- Family medical histories.

Make sure you get copies of all written information about your child (records, reports, etc.). This will help you become an important coordinator of services and a better advocate for your child. Remember, as time goes on, you'll probably have more information to keep track of, so it's a good idea to keep it together in one place.

### Sample Record-Keeping Worksheet

Problem/Topic:

Name of person or agency you talked to:

Name of your contact person (may be same as above):

Date you called:

Phone #

Results of discussion:

Action taken (if any):

